



How do I generate a Student Completion Report?

Reports | In Odyssey Reports: Progress Reports | Student Completion |

1. In the navigation bar, click **Reports**. From the left-hand navigation panel click on **Progress Reports** under the Odyssey Reports options.
2. Click **Settings** next to **Student Completion Report**.
3. In the **New Student Completion Report** window give the report a name and set the time frame for when the work was completed (defaults to Last Week). Select Yes or No for option: Use only highest scores from repeated tests, quizzes and assessments.
4. The **View** option defaults to Collapse but can be edited to Expand when the report is generated. A
5. Click on the **Curricula** tab at the top of the **New Student Completion Report** window then select the subject and grade level from the lists.
6. Click on the **Assignments** tab at the top of the **New Student Completion Report** window. From here select desired criteria from the Search Options list on left-hand side of screen. Set dates during which the assignment was created, then set the availability and any display limitations. Click Search button.
7. From the search items, click on desired assignments then click **Add Selected Items**.
8. Click on **Students** tab at the top of the **New Student Completion Report** window. Select the criteria from the Options list on the left-hand side of screen. (For example, if you select My Classes you will see a list of classes from which you can select. Once you've made your selections, click **Add Selected Items**)
9. Note: You are allowed to **Apply Filters**; the list of filters appears on the right-hand side of the screen. Choose any of these to narrow your search or obtain a report for a specific grade/subject/gender/race. *Remember – you will be able to filter for those students that have attributes attached to their student profile only.
10. Lastly, click on the **Schedule & Send** tab. To run the report more than once, or to have it run automatically, the status must be set to On. Choose a start date and the interval at which you want the report to run.

New Student Completion Report

Details ⇨ Curricula ⇨ Assignments ⇨ Students ⇨ Schedule & Send

Report Name: Student Completion Report |

Completed Work Within: * Last Week ▼

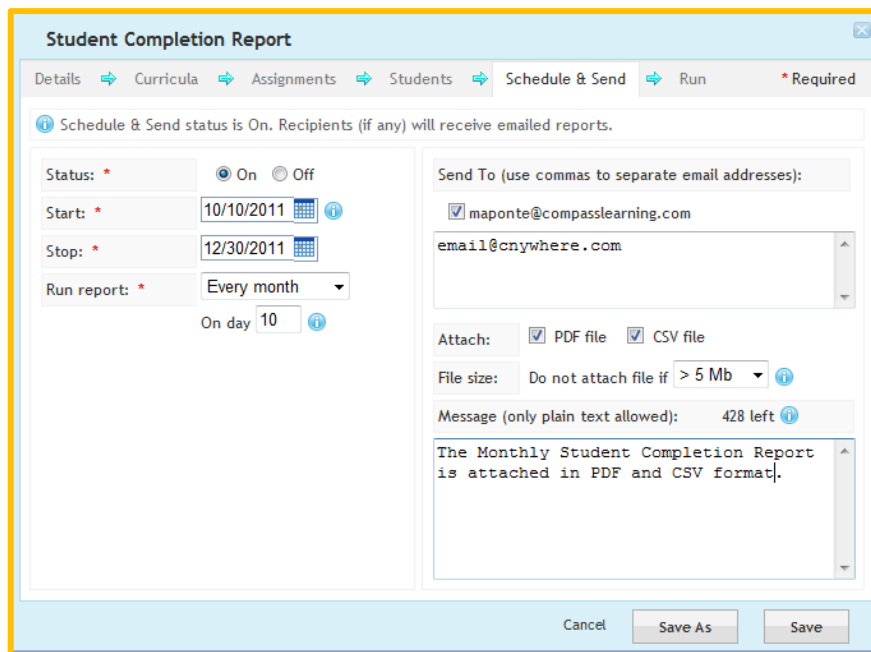
Use only highest scores from repeated tests, quizzes and assessments: * ☐ Yes ☒ No

Include Details: * ☒ Yes ☐ No

View: * ☒ Collapse ☐ Expand

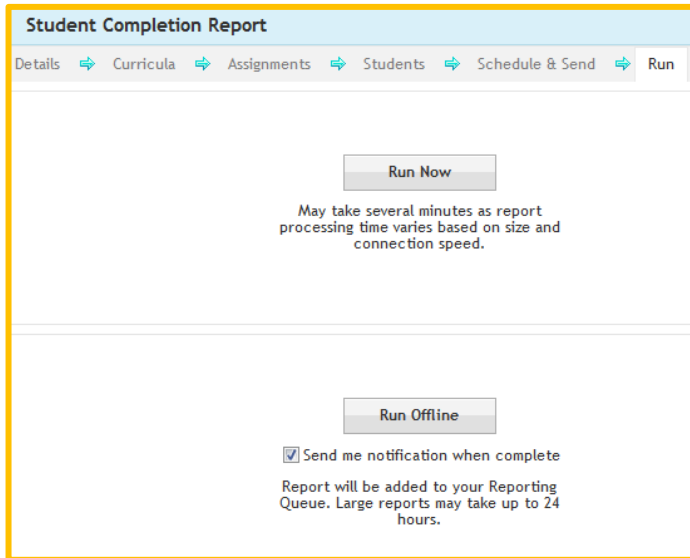
11. The right-hand side of the **New Student Completion Report** window allows you to send notification by entering their email addresses. You may also include the type of file (PDF, CSV), file size, and a personal message.

Note: Before you run the report, if you wish to save your new report settings while not altering original report settings, type in a new report name and then click **Save As**.



The screenshot shows the 'Student Completion Report' window with the 'Schedule & Send' tab selected. The 'Status' is set to 'On'. The 'Start' date is 10/10/2011 and the 'Stop' date is 12/30/2011. The 'Run report' frequency is 'Every month' on the 10th day. The 'Send To' field contains 'maponte@compasslearning.com' and 'email@cnywhere.com'. The 'Attach' section has checkboxes for 'PDF file' and 'CSV file', both of which are checked. The 'File size' is set to 'Do not attach file if > 5 Mb'. The 'Message' field contains the text: 'The Monthly Student Completion Report is attached in PDF and CSV format.' The window has 'Cancel', 'Save As', and 'Save' buttons at the bottom.

12. Once your report is set, click **Run** tab. There are two options for teachers. Run Now –generates the report immediately. Run Offline send the report for viewing in My Reporting Queue under Reports. (Remember, that if you set a schedule to generate your report, it will start and stop in the time frame you indicated.)



The screenshot shows the 'Student Completion Report' window with the 'Run' tab selected. There are two main buttons: 'Run Now' and 'Run Offline'. Below 'Run Now' is a note: 'May take several minutes as report processing time varies based on size and connection speed.' Below 'Run Offline' is a checkbox labeled 'Send me notification when complete' which is checked. Below this checkbox is a note: 'Report will be added to your Reporting Queue. Large reports may take up to 24 hours.'

With online processing, the HTML report will be displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

With offline processing, you will see the following message: **Report has been queued for offline processing**.

13. To display the status of a report processed offline, click **My Reporting Queue** from the left-hand navigation panel. The **My Reporting Queue** window shows whether your report is completed or in progress.

14. To display a completed report, click either **View Online**, **View as PDF**, or **Export as CSV**.